

REC'D JAN 21 2003

S&MA Mission Services

Task Directive

Control No:51	Org. Code:QS40	Project Code: RTOP SKILLS	Contract #:NAS8- 00179
Originator's Signature: Angelia Walker/QS40 <i>Angelia Walker</i>		Date: Jan. 28, 2003	Originator's Priority:
Office Manager's Signature: Angelia Walker/QS40 <i>Angelia Walker</i>		Date: Jan. 28, 2003	
COTR's Approval: Terry Hamm/QS01 <i>Terry Hamm</i>		Date: 1-29-03	
Subject: S&MA Skills Development			
<p>Task Description: The contractor will provide industry experts in the S&MA engineering disciplines. These experts will serve as consultants and mentors in these critical areas of S&MA where skill shortfalls exist to achieve high reliability of programs consistent with mission requirements. These experts, free from the every day burdens of working programs/projects, will:</p> <ol style="list-style-type: none"> 1. Mentor/coach and provide instruction to less experienced S&MA employees allowing them to develop an increased experience base in the organization. 2. Provide advice/council to all of MSFC S&MA. 3. Review work product and suggest improvements. 4. Aid in documenting MSFC S&MA best practices for use by all of MSFC S&MA and the Agency. 5. Assist in capturing and validating lessons learned and organizing them for future use. 6. Provide technical advice in the development of emerging S&MA technologies. <p>DELIVERABLES:</p> <ol style="list-style-type: none"> 1. Monthly status reports to MSFC S&MA Manager/QS40. 2. End of Period status report to MSFC S&MA Manager/40. <p>Metrics</p> <ol style="list-style-type: none"> 1. Number of new employees formally mentored. 2. Count of work product reviewed and suggestions made. 3. Number of MSFC S&MA best practices formally documented. 4. Count of lessons learned captured and organized. 5. Number of emerging S&MA technologies developed. <p>SCHEDULE: Task will begin 02/01/03 and end 09/30/03.</p>			
Report Progress To: Lead in QS40		Status:Open	Frequency of Report: Per above